COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force. 30 April 2009*. It articulates AFRC procedural guidance for notifying and assembling personnel under actual, alert and test conditions. AFI 10-208, *Continuity of Operations (COOP)*, *15 Dec 2011*, Program designates accountability actions. This instruction addresses information protected by the Privacy Act of 1974. The authority to collect and maintain this information is Title 10 United States Code, Section 8013. Following the guidance in AFI 33-332, *The Air Force Privacy and Civil Liberties Program,* 5 June 2013, give a Privacy Act statement orally or in writing to anyone from whom you are collecting personal information that will be put in a system of records, regardless of how you collect or record the answers. The use of the Installation Warning and Notification System (INWS) is mandatory for all military members at all locations with AFRC personnel. Employees in civilian status (to include Emergency Essential personnel) may voluntarily provide contact information through INWS, but cannot be mandated. This instruction does not pertain to Individual Mobilization Augmentees (IMAs). Ensure that all records created as a result of processes prescribed in AFMAN 33-363, *Management of Records, 1 March 2008*, are maintained in accordance with this manual, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/. Refer recommended changes, comments, or questions about this publication to the Office of Primary Responsibility (OPR) at Headquarters Air Force Reserve Command Services (HQ AFRC/A3OM), 155 Richard Ray Blvd, Bldg 210, Robins AFB GA 31098-1635, using the Air Force (AF) IMT Form 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional's chain of command.

This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and or maintain the records prescribed in this publication is Title 10 United States Code, Section 8013, and Executive Order 9397. This instruction is affected by the Paperwork Reduction Act of 1974, as amended in 1995. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the AF.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Each paragraph has been revised to provide more detail.

1. General

1.1. The ability of a commander to recall his or her unit members is one of the basic premises for a unit to mobilize and meet its wartime commitments, and disseminate information to unit members. To accomplish this, the commander must have a plan that ensures he or she will be able to contact and assemble all assigned personnel within any required response times. The response time could be as early as the time stipulated in the Designed Operational Capability (DOC) Statement for units which have a DOC statement.

1.2. National emergencies or other contingencies require the capability to notify personnel or recall them to their place of duty. Notifications/recalls should be as covert as possible to deny a potential enemy useful information and to avoid public speculation or alarm. This instruction establishes the requirement for all AFRC organizations to produce recall rosters and develop processes to facilitate timely notification/recall of personnel by utilizing an Installation Notification and Warning System (INWS). Depending on the reason for a recall,

certain personnel may be excused as determined by specific governing directives or the senior officer in charge.

2. Responsibilities.

2.1. HQ AFRC Command Center will:

2.1.1. Initiate HQ AFRC directed communication tests and actual recalls via INWS message, telephone, Email message or other alternate means, then monitor wings/group's reporting, and forward results to HQ AFRC/A1RR until HQ AFRC Contingency Action Team (CAT) is activated. The AFRC Command Center will notify all Wing Command Posts of a recall/accountability/test through the use of INWS.

2.1.2. Initiate communication tests and actual recalls and accountability notifications for HQ AFRC assigned personnel, monitor Directorate reporting (during INWS outages), and forward results to HQ AFRC CAT. (See attachment 3 for format.)

2.1.3. AFRC Command Center will make necessary notifications or contact necessary points-of-contact (POCs) until AFRC CAT is activated.

2.2. HQ AFRC CAT will: Monitor, compile and report results of HQ AFRC directed communications tests or actual recalls at the direction of the commander, vice commander or other designated authority.

2.3. Wing Commander will:

2.3.1. Ensure each unit has a recall plan in place to meet wartime and peacetime recall requirements.

2.3.2. Identify in writing a primary and alternate Wing Recall Program Manager and ensure those appointed are aware of responsibilities and reporting procedures.

2.3.3. Ensure accurate and timely reporting of recall results.

2.3.4. Ensure the plan includes accountability procedures to be used during a natural disaster or national emergency, IAW *AFI 36-3803, Personnel Accountability in Conjunction with Natural Disasters or National Emergencies, 21 Dec 2010.* (e.g., AFPAAS).

2.3.4.1. Ensure personnel understand that INWS is a notification system, and no accountability takes place within INWS. All Accountability takes place in AFPAAS.

2.3.4.2. Ensure installation Command Post or equivalents distribute Total Force Accountability (TFA) messages (e.g. WARNORD, EXORD, ENDEX) to all assigned, tenant and GSUs in accordance with established local procedures or agreements.

2.3.4.3. Will ensure unit commanders are aware of their responsibilities as outlined in this instruction and that shelter-in-place or evacuation plans for installations have fully addressed the need to account for the categories of personnel described in AFI 36-3803 as soon as possible, but not later than 48 hours after TFA is directed.

2.3.4.4. Will ensure all assigned personnel are familiar with AFPAAS and their responsibility if displaced, to contact their leadership, keep them informed of their location, and account for family members.

2.3.5. Ensure the wing exercises and conducts a no-notice communications test at least once annually to demonstrate the ability to contact all assigned wing personnel.

2.3.6. Program adequate funding in annual budget estimates to conduct at least one communications test each fiscal year.

2.3.7. Ensure wing operating instruction for unit recall procedures is created.

2.3.8. Enforce the use of an INWS System as the primary tool for emergency notifications and recalls.

2.3.9. Assign the Wing/Unit Recall Monitors as INWS Program Managers.

2.4. Group Commander will identify in writing a primary and alternate group program monitor.

2.5. Unit Command Posts will:

2.5.1. Function as the Commander's representative for initiating and monitoring recall progression and accomplishing appropriate recall and/or communications test reporting. Command Post controllers will not be designated a key alerter for groups/squadrons, outside of CP personnel notifications.

2.5.2. Ensure each controller is thoroughly trained on the INWS operations.

2.5.3. Train all Program Managers on their responsibilities and system functionality on INWS alerts to include end user updates and after action reports.

2.5.4. Create appropriate checklists (see attachment 5 for formats).

2.5.5. Maintain a current recall roster for each assigned unit to include Geographical Separated Units (GSUs).

2.5.6. Use the INWS system for wing recall and emergency notifications that require more than ten notifications.

2.5.7. Upon initiation of an actual recall or mobilization/activation, submit reports in accordance with applicable guidance and procedures. Command Posts will forward results by email to HQ AFRC/A1RR Workflow until the AFRC CAT is activated.

2.5.8. Conduct a Monthly Communication Check with a minimum of 10 personnel contacting 100% of those end users using both phone and e-mail. The purpose of this Communication Check is to maintain proficiency and assist in maintaining the database. Annotate results in CP daily events log and forward results to C4 Systems Manager at HQ AFRC/A3OM, using **attachment 2**.

2.5.9. Conduct a monthly contact information validation every UTA for all wing personnel. Annotate results in CP daily events log and forward results to C4 Systems Manager at HQ AFRC/A3OM, using attachment 2.

2.6. Unit Recall Program Monitors will:

2.6.1. Ensure unit recall programs fall within the guidelines and intent of this instruction.

2.6.2. Establish Key Alerters in your unit based on geographic area (for comm. outage) so that it is cost effective to recall personnel.

2.6.3. Establish a program to ensure newly assigned personnel enter their contact information in the INWS system either by Common Access Card (CaC) registration, or manually entered in the system.

2.6.4. Develop a positive validation system for monthly verification of individual, address, and telephone data. Accurate information is essential for a current notification roster of all assigned personnel, as it is used to notify under alert, actual recall, and test conditions.

2.6.5. Develop and maintain a specific degraded communications conditions (comm-out) recall or mobilization/activation plan so that messengers can be sent to members' homes if they cannot be contacted by phone (Comm. Outage).

2.6.6. Ensure recall procedures include provisions for recall notifications to be made by unit members. (Units may establish contacts with local law enforcement, civil defense, Civil Air Patrol (CAP), and other local agencies for assistance in notifying personnel; however, these sources should not be considered the primary means of notification. During an actual comm-out situation, other priorities would probably limit the support these agencies could provide.) Alternate recall plans should be flexible. For example, the comm-out condition may only affect the base and immediate surrounding area. In some cases, contact via messenger may not be practical (for example, members who reside out of state or long distances from base).

2.6.7. Provide Command Post with a monthly update of recall rosters to include specific instructions for use of unit recall program and pyramid rosters NLT the 5th duty day of each month, or as changes occur.

2.6.8. Become qualified through training from a certified INWS administrator (Command Post personnel), then maintain the INWS database for their respective unit by validating unit data monthly in conjunction with monthly recall roster updates.

2.6.9. Be responsible for the creation and maintenance of a comprehensive system to monitor and update personnel information in the INWS database.

2.6.10. Be responsible for the training and education of all unit personnel (end users).

2.6.11. Assign Operator/Administrator roles (limited or full administrative rights) based on local requirements.

2.6.12. Report recall and communications test results to the Command Post with timely updates for proper reporting to higher headquarters.2.8. Unit Members will:

2.7.1. Military members (including ARTs) are required to provide up to date contact information to unit recall program monitor, the Virtual Military Personnel Flight Application (vMPF) and INWS self-service application. Civilian members or contractors who wish to provide personal contact information should do so using the INWS self-service application. All members are responsible for the accuracy of their own contact information

2.7.2. Provide the following mandatory information: name, address, and applicable phone numbers to include home, business, cellular, and email addresses. If home address is a post office box, maintain specific directions to the member's home. Failure to do so can have an adverse effect on mobilization/activation of the unit.

2.8. Communications Focal Points will ensure each AFRC workstation is loaded with the current version and correct Virtual Private System (VPS) of the INWS/Alerts client software. For AFRC tenant Wings/units, updates to the INWS Alerts desktop client will have to be coordinated with the host base Comm Focal Point (CFP) and/or I-NOSC supporting the local base network.

2.9. Air Reserve Personnel Center (ARPC) will perform the recall/accountability of IMAs.

3. Recall Rosters.

3.1. Units will create a pyramid notification system (recall roster) that includes specific instructions for use, notification types and phraseology, and be formatted as shown in attachment 4, with information identified within **paragraph 2.8.2**. Units may use whatever software application they deem necessary to accomplish the format.

   3.1.1. Recall Pyramids. The pyramid recall system will utilize quality considerations such as: key alerters will have availability and access to communications necessary to make notifications; consider grouping all those who live in the same distant community. If home address is a post office box, maintain specific directions to the member's home.

      3.1.1.1. Unit Pyramids will begin with the wing and will include all assigned groups and squadrons , i.e. every individual in the unit to include civilians, traditional reservists, Air Reserve Technicians, and Active Guard and Reserve personnel. Roster will be organized to allow hierarchy to contact lower echelons and direct them to initiate recall of their respective organizations.

3.2. Recall rosters will:

   3.2.1. Be structured by organization and then by geographical location (when practical) and include specific instructions for use, notification phraseology, pyramids, and comply with format as shown in **attachment 5**.

   3.2.2. Specify alternate procedures in the event of the loss of primary communications.

   3.2.3. Comply with the provisions of the Privacy Act of 1974, Title 5, U.S.C., Section 552a, as amended and AFI 33-332.

   3.2.4. Include procedures for reporting results of an actual or test notification to the recall program monitor for timely reporting. See paragraph 5 for reporting procedures.

   3.2.5. Consider operations security (OPSEC) in all actions.

   3.2.6. Recall rosters will identify personnel essential to the unit in the event a Type 2 Essential Personnel Recall is initiated.

4. Notification System.

4.1. The unit commander is responsible for contacting assigned personnel as follows. Recall should not stop until 100 percent notification is achieved.

4.2. The Command Post will initiate unit recalls via INWS as the primary means with manual telephones being an alternate means. Unless absolutely essential to the mission, do not use radio, television, or newspapers to notify individuals of an alert to mobilize until DoD has provided detailed information to Congress and the public.

4.3. Upon direction from AFRC Public Affairs, the Wing Commander will use the news media to expedite recall. The unit public affairs office provides guidance and assistance concerning the release of this information.

4.4. When notifying unit members, relay the message directly to the member. PIN validation will be utilized to ensure intended member received message, when INWS is used. Messages to co-workers, family members, answering machines, etc., do not constitute contact.

4.5. Notification Types. The types of recalls/notifications listed below will be created in the INWS.

4.5.1. TYPE 1: ALL PERSONNEL RECALL. All civilian and military personnel report to duty section by _____. Script: This is (name and organization) with a type one (All Personnel) recall. Pass this notification in accordance with your pyramid alert roster and report for duty by _____ hours to your normal duty station. If assigned to a UTC, bring your mobility bag.

4.5.2. TYPE 2: ESSENTIAL PERSONNEL RECALL. Only military personnel will report to duty section by _____. Non-Essential personnel will report as otherwise directed. Script: This is (name and organization) with a type two (Essential Personnel Report) recall. Pass this notification in accordance with your alert pyramid roster and military report for duty by _____ hours to your normal duty station. If assigned to a UTC, bring your mobility bag.

4.5.3. TYPE 3: COMMUNICATIONS-OUT RECALL. (Separate recall roster) Personnel will be contacted in person or by runner in cases where communication systems (phones, computer, etc) are unavailable/inoperational or not desired for operational reasons. Script: This is (name and organization) with a type Three (Comm-Out) recall. Pass this notification in accordance with your alert pyramid roster in person or by runner and then report for duty to your normal duty station. If assigned to a UTC, bring your mobility bag.

4.5.4. TYPE 4: SELECTIVE RECALL. Only personnel identified by Wing or Unit CC, or a designated representative will be notified. Script: This is (name and organization) with a type four (Selective) recall. Pass this notification to identified personnel in accordance with your pyramid alert roster and report for duty by _____ hours to your normal duty station. If assigned to a UTC, bring your mobility bag.

4.5.5. TYPE 5: TELEPHONE RECALL. All personnel will be notified but will not immediately report to their duty section or assembly area. Members will report at normal duty time. Script: This is (name and organization) with a type five (Telephone) recall. Pass this notification in accordance with your pyramid alert roster and report for duty at your normal time.

4.5.6. TYPE 6: TELEPHONE STANDBY. All personnel will be notified but will not immediately report to their duty section or assembly area. Members will remain at home and be available for further instructions. Script: This is (name and organization) with a type six (Telephone Standby) notification. Pass this notification in accordance with your pyramid alert roster and remain on telephone standby for further instructions.

4.5.7. TYPE 7: SEVERE WEATHER EVACUATION, DELAY or CANCELLATION NOTIFICATION. If time permits, all personnel will be notified. Script: This is (name and organization) with a type seven (Severe Weather Evacuation/Delay/Cancellation) notification. Based on CAT/BS directive.

4.5.8. TYPE 8: FORCE PROTECTION CONDITION (FPCON) NOTIFICATION. All civilian and military personnel will be notified. Script: This is (name and organization) with a type eight (Force Protection change) notification. There has been a Force Protection Condition change. We are now in FPCON _____. Pass this notification in accordance with your pyramid alert roster.

4.5.9. TYPE 9: ALERT NOTIFICATION. When authorized by the Secretary of the Air Force, affected reservists may be alerted for possible recall. Whenever possible, these members are given reasonable advance notice before they must report. The following alert phraseology is provided as a Script: "This is (grade, name, and duty assignment) with a type 9 (Alert) Notification. You are placed on alert for possible short-notice recall to active duty. This is not a notice to report. This alert is to allow time for you to arrange your personal and business affairs. You will remain in this alert status until recalled or notified of alert cancellation. Do you understand?"   Note the time at which each individual was notified and any problems encountered.

4.5.10. TYPE 10. COMMUNICATIONS TEST. When directed by AFRC/CV, WG/CC or Unit Commander, all personnel will be notified. Script: ―This is (name and organization) with a type ten (communications test). Assembly is NOT required. Do you understand? Continue with any further instructions or guidance based on commander input. Note the time at which each individual was notified and any problems encountered. For Communication tests, non-participating members identified by Personnel Readiness Unit (PRU), members on leave, TDY, deployed will be considered contacted.

4.5.11. TYPE 11 PERSONNEL ACCOUNTABILITY NOTIFICATION. When directed by AFRC/CC, WG/CC or Unit Commander, all personnel will be notified. Script: - An accountability event has been directed. If you are in the geographic area of interest of XXXXXXXXXXXX counties, then you must log into the AFPAAS site an account for yourself and DEERS enrolled dependents. This site can be reached through the Air Force Portal. If you do not have access to a computer and you are in the area of interest, call 1-800-435-9941 to perform accountability. Please note, responding to this alert will not perform any accountability actions.

5. Personnel Recall Reporting Procedures.

5.1. Commanders, through their respective unit/group control centers (UCCs/GCCs), will report recall progress/results every 6 hours starting from reference time to their respective command post, until recall is complete. Recall is not complete until every member is contacted.

5.2. Key Alerters will report to their respective unit recall program monitors or GCCs/UCCs.

5.3. Group GCCs will report recall results of all assigned units to their respective Command Post NLT every 6 hours until recall is complete.

5.4. Squadron UCCs. UCCs will report recall results of all assigned personnel to their respective GCC NLT every 6 hours until recall is complete.

5.5. Command Posts will report recall progress / results in accordance with attachment 2 every 6 hours to AFRC Command Center and AFRC CAT until 100% notification.

6. Personnel Accountability.

6.1. AFRC policy for personnel accountability and management responsibility is found in AFI 36-3803.

DEREK P. RYDHOLM, Brig. Gen., USAFR
Director of Air, Space and Information Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-2, *Readiness,* 6 November 2012.

AFI 10-402, *USAF Mobilization Planning,* 1 May 2012.

AFI 10-208, *Continuity of Operations (COOP) Program,* 15 Dec 2011.

AFMAN 10-401V2, *Planning Formats and Guidance,* 1 May 1998.

Adopted Forms

AF Form 673, *Air Force Publication/Form Action Request*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFPAAS—Air Force Personnel Accountability and Assessment System

CAT—Contingency Action team

CFP—Communications Focal Point

COOP—Continuity of Operations Program

C4—Command, Control, Comunications and Computers

I-NOSC—Integrated Network Operations and Security Centers

VPS—Virtual Private System

Terms

Activation—The ordering of units and individual members of the reserve components to active duty under legislative authority granted to the President, Congress, or the Secretaries of the Military Departments. Activation expands active duty forces through voluntary and involuntary/mobilization authorities.

Alert—An emergency notification to warn personnel of an impending action which requires increased readiness or mobilization.

Assembly—All personnel reporting for duty at their unit of assignment.

Communications Outage (Comm-Out)—Lost or degraded communications capability.

Communications Test—A test of the effectiveness of unit's notification procedures. Assembly is not required.

Contact—For notification purposes, contact is complete when a unit member is notified, in person, of a communications test, alert or recall and acknowledges receipt and understanding.

Recall—Actual recall to personnel by competent authority.

Mobilization—The process by which the nation makes the transition from a normal state of peacetime preparedness to a warfighting posture. It involves the assembly, organization, and

application of the nation's resources for national defense and it encompasses all activities necessary to prepare systematically and selectively for war. A federal active duty status applying specifically to Title 10 U.S.C. 12302 (Partial Mobilization) and Title 10 U.S.C. 12301(a) (Full/Total Mobilization) in which an Airman is involuntarily called to active duty for the period specified in the applicable statute.

TFA—Total Force Accountability

Unit—The lowest level of command that is subject to recall. All units, including NAFs, wings, groups, squadrons, flights, detachments, operating locations, hospitals, clinics, etc., follow the procedures in this instruction.

Unit Notification Procedures—Procedures for contacting personnel, including notification and assembly.

Attachment 2

UNIT COMMUNICATIONS TEST/RECALL RESULTS FORMAT

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

DD MMM YYYY

MEMORANDUM FOR XXXX XXXX

FROM: ### AW Command Post
        222 Southeast Blvd
        XXXX AFB, XX 12345

SUBJECT: ### AW Communications (TEST or RECALL) Results for (Month)

1. Unit:
    a. ### AW

2. DTG unit was notified of Test or Recall:
    a. 12/0945ZOCT2013

3. Start Time:
    a. 12/0955ZOCT2013

4. Passcode:
    a.

5. UIC:
    a.

6. Number Assigned:
    a. 1500

7. Number contacted / Number Assembled:
    a. 980 / 350

8. Percentage Contacted / Number Assembled:
    a. 65% / 23%

9. Name and Contact information of Authentication POC:
    a. Mr John Doe, Unit/Offfice Symbol, DSN, Email Address

10. Remarks: (commander's comments, problems, limiting factors)

John Q. Doe, MSgt, USAF
XXX AW/CP Superintendent

Attachment 3

HQ AFRC DIRECTORATE NOTIFICATION RESULTS (SAMPLE FORMAT)
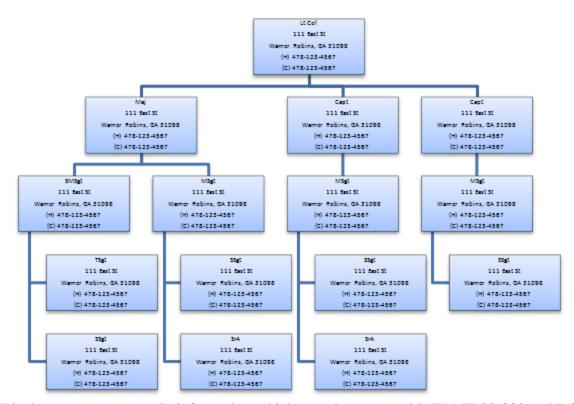
1. DATE AND TIME NOTIFIED OF TEST OR RECALL (ZULU):

2. START DATE and TIME:

3. REPORT AS OF DATE and TIME:

4. DIRECTORATE DATA: (DIRECTORATE NAME)

TOTAL:(ASSIGNED) _____

CONTACTED: (NUMBER/PERCENT) _____ / _____

ASSEMBLED: (NUMBER/PERCENT) _____ / _____

5. REMARKS: (DIRECTOR'S COMMENTS)

6. NAME AND TELEPHONE NUMBER OF DIRECTORATE POC:

Attachment 4

SAMPLE RECALL ROSTER

Recall Rosters will be formatted in the following manner. Units may use whatever software application they deem necessary to accomplish the format.

UNIT/OFFICE SYMBOL

As of: DD MON YYYY

This document may contain information which must be protected IAW AFI 33-332 and DOD Reg 5400.11; Privacy Act of 1974 as Amended Applies, and is For Official Use Only (FOUO). RECIPIENT IS RESPONSIBLE FOR SAFEGUARDING AND MAINTAINING THIS PRODUCT IAW THE PRIVACY ACT OF 1974, PL 93-579 AND AFT 12-35.

Attachment 5

INWS CHECKLISTS/INSTRUCTIONS

Creating a Distribution List:

In the Navigation bar, select Users and Groups, then select Distribution Lists.

Click the New button.

Select the type of distribution list to create:

A Static List consists of predefined (―hard-coded) user names. Populate the list by importing a distribution list or by selecting existing INWS Alerts user names.

A Dynamic List consists of a variable set of users resulting from a query of standard and custom attributes. This list is populated just before an alert is published, and therefore can change between alerts.

Click the Continue button.

Type a name and description for the new list.

Determine who can update the distribution list after it is imported to INWS Alerts by selecting one of the following:

End users and operators

Operators only

External sources such as an Active Directory. (Updates are performed using the import distribution list feature.)

Click the Save button.

Click View/Edit Members to populate the new Distribution List

Creating a Scenario:

In the Navigation bar, select Studio, then Scenario Manager.

Click the New button.

Select the alert channel from the dropdown list for categorizing the new scenario.

Optionally select an existing scenario as a basis for the new scenario.

Edit the Scenario Details, Message Details, and Response Options.

Select the Available in home page Quick Publisher check box to display the new scenario on the INWSAlerts home page.

Schedule the alert duration, for keeping the alert ―live and attempting delivery. Also specify the length of time to keep the alert in the User Archive.

To create a recurring scenario, which issues repeated alarms based on a schedule, select the Activate Recurrence check box.

Click the Next button.

Select the target groups, delivery devices and notification options.

Click the Next button.

Verify the new scenario information, then click the Save button.

Publishing a Scenario:

In the Navigation bar, click Publisher, then Alert Publisher.

Select an alert channel from the drop-down list.

Select a scenario.

Editing the message components as necessary.

Click the Next button and complete the targeting options.

Select the delivery devices used to send the alert.

Select the notification options that pertain to desktop and telephony alert notification delivery.

Click the Next button and review the confirmation page.

If ready to send the Alert, click the Publish Now button.

Update End User Information:

Log into Reserves network workstation with your CAC.

Ensure your workstation has the INWS Alerts client software installed; this is identified by the "Purple Globe" in the Notification Area.

Right click on the purple globe and select "Access Self Service" from the list.

The Self Service module will open as a web page in Internet Explorer.

Enter your information under the "Devices" and "My Info" tab. NOTE: If you use the mobile phone as your primary (or only) phone number, enter this number into both the Home and Mobile slots.

Save each page before moving to the next.

When finished close Internet Explorer

Monthly Communications Check:

Log into INWS Alerts Management System (https://alerts.afrc.af.mil/client)

In the Navigation bar select Publisher

Select Scenario Publisher.

Note: If a Communication Check scenario was not created, use the ─Create a Scenario‖ checklist to create one.

Choose "Tests" from the Show all Scenarios drop down list

Select to Edit & Publish the Communication Check scenario

"Set Alert Content and Schedule" complete according to the prompts below and select next.

HEADER: (Unit Designation) MONTHLY INWS TEST

BODY: In accordance with Air Force Reserve Command Instruction Ten Dash Four Zero Four, this is the (UNIT) command post communications test. Any questions, contact the (UNIT) command post at (CP DSN). Please acknowledge by selecting from the following options.

URL: Blank

RESPONSE: Acknowledge

START TIME: As soon as I click the ─Publish button (or set a predetermined time)

ALERT DURATION: 9 Hours

REMOVE AFTER: 1 Day

Select Next

TARGETING: (Note: Create a Monthly Comm Check group by using the Creating a Group checklist.)

Choose ─Groups

Select ―Select/Modify

Choose ―AFRC Monthly Comm Check

DELIVERY: Select ―Enforce Delivery As Defined Below & ―Medium

Prioritize as follows:

Desktop popup (default)

E-Mail Work

Phone Work

Phone Mobile

Configure Modification Options:

Desktop Delivery Options: Select Popup design, preview

Telephony Delivery Options:

Select Replay Message

Call Analysis

Leave Full Message

Contact Cycle:

Contact Cycle Delay: 00:10

Text Device Delay: 00:10

Contact Attempt Cycles: 2

Stop Contacting Recipient If:

Recipient Answered Phone

Recipient listened to entire message

Confirm Alert Details: Review the targeted users and preview the popup

If ready to send test, Select ―Publish Now!

Once the scenario is complete, log the percentage of personnel contacted in the events log and print out a copy of the results.

Forward test results to AFRC/A3OM via e-mail.

Monthly Contact Information Validation:

Log into INWS Alerts Management System (https://alerts.afrc.af.mil/client)

In the Navigation bar, click ―Publisher

Select ―Alert Publisher

From ―Select Channel choose ―Recalls

From ―Select Scenario choose ―Contact Information Validation

Fill in Alert Content:

HEADER: (Unit Designation) MONTHLY CONTACT VALIDATION

BODY: In accordance with Air Force Reserve Command Instruction Ten Dash Four Zero Four, this is the (UNIT) contact information validation. All wing personnel must access the ―Self Service‖ module from the A F R C I W S Alerts, the purple globe, and update your contact information. Any questions, contact the (UNIT) command post at (CP DSN).

URL: Blank

RESPONSE: Acknowledge

START TIME: As soon as I click the ―Publish‖ button (or set a predetermined time)

ALERT DURATION: 9 Hours

REMOVE AFTER: 1 Day

Select Next

TARGETING:

Select ―All – Target my Entire User Base and All Permitted Distribution Lists or

(Note: Create a Monthly Comm Check group by using the Creating a Group checklist.)

Choose ―Groups

Select ―Select/Modify

Choose ―Unit Contact Validation

DELIVERY: Select ―Enforce Delivery As Defined Below

Prioritize as follows:

Desktop popup (default)

E-Mail Work

E-Mail Home

Configure Modification Options:

Desktop Delivery Options: Select Popup design, preview

Telephony Delivery Options:

Select Replay Message

Call Analysis

Leave Full Message

Contact Cycle:

Contact Cycle Delay: 00:10

Text Device Delay: 00:10

Contact Attempt Cycles: 2

Stop Contacting Recipient If:

Recipient Answered Phone

Recipient listened to entire message

Confirm Alert Details: Review the targeted users and preview the popup

If ready to send test, Select ―Publish Now!

Once the scenario is complete, log the percentage of personnel contacted in the events log and print out a copy of the results.